



GENERAL STATEMENT

Penalties listed below shall be a guide for disciplinary action in the interest of uniformity and fairness. All penalties recommended by supervisors for offenses listed in WPD Regulations shall be within the prescribed limits. The penalty schedule shown in Regulation shall in no way limit any penalty which the Chief of Police may impose.

A "Reckoning Period" is defined as that period of time during which a Department member is expected to have a record free of the similar type of offense he/she was found guilty of previously. All reckoning periods shall be computed from the date discipline is imposed for a sustained violation of a departmental regulation.

- R Disciplinary action may be in the form of a verbal counseling (documented only on the employees work performance file), a written reprimand, suspension, demotion, or dismissal from the department. Verbal counseling is a coaching tool for addressing minor violations in an attempt to prevent subsequent violations and shall be documented on the employees work performance file card.

A workday, for the purpose of suspension, shall be determined by an employee's assignment at the time discipline is imposed.

Discipline penalty codes for investigations that are conducted by the Police and Airport Safety Accident Review Board (ARB) can be located at the front of the W.P.D. Policies and Regulations manual.

R **Regulation 2.2 - Disciplinary Penalties** Issued/Rev: R 04-12-2010

<u>PENALTY CODE</u>	<u>FIRST OFFENSE</u>	<u>SECOND OFFENSE</u>	<u>THIRD OFFENSE</u>	<u>RECKONING PERIOD</u>
A	Verbal Counseling to reprimand	Reprimand to 3 days	1 to 5 days suspension	1 year
B	Reprimand to 3 days suspension	1 to 5 days suspension	3 to 15 days suspension	1 year
C	1 to 5 days suspension	3 to 15 days suspension	5-30 days suspension to dismissal	2 years
D	1 to 15 days suspension	5-30 days suspension to dismissal	15-30 days suspension to dismissal	2 years
E	15 days suspension to dismissal	Dismissal	-	3 years
F	Dismissal	-	-	-